



**Online Safety ICT**  
**Acceptable Use Agreement**

**Nanpean Community**  
**Primary School**  
***Nurturing Children's***  
***Passion to Succeed***

**Rationale**

The internet, email, mobile technologies and online resources have become an important part of learning and life in general. As a result, we want all users (children and staff) to be responsible when using any form of IT. It is essential that they know the risks, know how to stay safe online and with technology, and know who to turn to if they require help or support.

Please read through the agreement below to ensure you understand the importance. Any concerns can be discussed and addressed with the Headteacher.

**Online Safety Acceptable Use Agreement ('My Online Safety rules')**

- I will not share school related information or images online or post material that may bring the school or any individual within it into disrepute.
- I will not use personal mobile phones and devices in designated areas of the school unless otherwise informed, e.g. for specific events and activities.
- I understand that under no circumstance should images be taken at any time on school premises of anyone other than our own child/ren, unless there is a pre-specified agreement.
- I will only use school IT equipment for activities agreed by the SLT.
- I will not sign up for any online service on school devices unless this is an agreed part of a school project approved by the SLT.
- I will only open email attachments if these have been approved by the SLT.
- I will only open or delete files that I have permission (from the SLT) to do so for.
- I will not share my password(s) with anyone. If someone does manage to get hold of my password, or if I suspect this, it will be reported to the SLT and IT Technician immediately.
- I will make sure that all online contact I make is responsible, polite and sensible. I will be kind and respectful at all times.
- If I come across anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will tell my teacher or my parent/carer immediately.
- If someone says, asks or posts about me anything that I consider to be upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will not reply. I will inform the SLT or a parent/carer immediately.
- I will not give out my own or other people's personal information, including (but not limited to): name, phone number, home address.
- I will not upload any images online that puts myself or others at risk.
- I will not take, share or upload an image of anyone else without their permission, and even if I have permission, I will not upload any images, videos, sounds or words that could upset, now or in the future, any member of the school community, as this is cyberbullying.
- I understand that some people on the internet are not who they say they are and some people are not safe to be in contact with. I will not arrange to meet someone I only know on the internet. If someone asks to meet me, I will not reply to them and I will tell a teacher or a parent/carer immediately.

- I understand that everything I do or receive online can be traced now and in the future. I know it is important to build a good online reputation.
- I will not lie about my age in order to access games, apps or social networks that are for older people as this will put me at risk.
- I will respect the privacy and ownership of others' work online and will adhere to copyright at all times.
- I will not attempt to bypass the internet filtering system in school.
- I understand that these rules are designed to keep me safe now and in the future. If I break the rules I understand that the SLT or trust may need to take appropriate action.